



United States Department of State
Port-au-Prince, Haiti

Date: July 20th, 2023

Request No:

From: Contracting Officer
General Services Office
US Embassy, Port-au-Prince, Haiti

E-mail; saintjacquess@state.gov Port-au-PrinceGSOProcurement@state.gov

Phone: 509 2229-8000 | 8491

The US Embassy, Port-au-Prince has an opportunity for Open Market Offerors to participate in bidding for the “**Ergonomic Chair**”. This will a Firm-Fixed Price Purchase Order and bids from all potential offerors will be accepted based on assurance of genuine quality, lead time for delivery and competitive pricing.

Offerors are encouraged to submit their bids before the deadline.

1 Item’s Description

Line item	Description	Quantity
1	Ergonomic Mesh Office Chair with Footrest, High Back Computer Executive Desk Chair with Headrest and 4D Flip-up Armrests, Adjustable Tilt Lock and Lumbar Support-Black	16
2	Lumbar Support Pillow for Office Chair Back Support Pillow for Car, Computer, Gaming Chair, Recliner Memory Foam Back Cushion for Back Pain Relief Improve Posture, Mesh Cover Double Adjustable Straps	16





2. Quote's Submission Due Date:

The Quotations must be submitted electronically with subject line "Quotation for **RFQ#19HA7023Q0071**.

"**Ergonomic Chair**" and must be received on or before Close of Business (COB) **Monday, 31st July 2023**. No quotation will be accepted after the deadline. Submit your quotations to the following email address: Port-au-PrinceGSOProcurement@state.gov | saintjacquess@state.gov

3. Requirements:

- a) Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
- b) Please include list of your clients, you sold similar items within the last two years.
- c) Delivery Period after receiving of Purchase Order
- d) Bid must be valid for 30 days from the closing date for this solicitation.
- e) Acceptance of our Net 30 days payment terms.
- f) Bidder must have a physical business address and good financial health Provide evidence for business address.
- g) Please provide reference of our Request Number **RFQ#19HA7023Q0071** in all your correspondence regarding this RFQ.
- h) Please note that U.S. Embassy is exempted from applicable taxes, therefore, submit tax free quote. The Tax Exemption Certificate may be provided by the Embassy after obtaining from Ministry of Foreign Affairs upon receipt of Proforma Invoice. This certificate's provision may take time of 45 – 60 days.

4. Terms & Conditions:

a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the Financial Management Office, US Embassy and satisfactory completion of the delivery of acceptable items at the given Delivery Address.

b) Delivery Schedule & Address:

The delivery is required to be made within a month or before after receiving the Purchase Order. The delivery is required at **Blvd 15 Octobre, Tabarre 41**. The transportation & loading/offloading will be at part of the vendor.

c) Inspection & Acceptance:

The Embassy reserves the rights to return the goods if specifications are not found as required per this Solicitation and return shipment charges will be at part of the vendor.

5. FAR/ DOSAR Clauses applies on this Solicitation:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

his purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.html>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES NUMBER

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled facility or access to a federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	JAN 2017
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.249-2	Termination for Convenience of the Government (Fixed Price)	Apr 2012

End